



ACQUISITION AND
TECHNOLOGY

THE UNDER SECRETARY OF DEFENSE
3010 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-3010



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MEMORANDUM FOR SERVICE ACQUISITION EXECUTIVES
COMMANDER IN CHIEF, SPECIAL OPERATIONS COMMAND
DIRECTORS OF DEFENSE AGENCIES
DIRECTOR, DEFENSE PROCUREMENT

SUBJECT: Single Process Initiative and New Contracts

Implementation of single processes at contractor facilities has been successful. We have accepted 408 initiatives at 160 contractor facilities and dozens more are under consideration. Companies that have implemented the initiative indicate, however, that some DoD issued solicitations include military or federal specifications for which the government has agreed to accept alternative single processes. In a few instances, companies have been considered nonresponsive when they requested to substitute an accepted single process for a solicitation specification.

The Department of Defense accepts contractor single processes in lieu of specific military or federal specifications, following the decision of a Management Council made up of representatives from the Defense Contract Management Command, Defense Contract Audit Agency, and the Military Departments. When contractors propose Management Council accepted single processes as substitutes for solicitation specifications, those single processes shall be accepted. Exceptions to this policy must be approved at the Head of Contracting Activity/Program Executive Officer (HCA/PEO) level without authority of redelegation. I direct all DoD source selection officials take action to assure this occurs. In addition, the Director, Defense Procurement will promulgate a DFARS provision to provide for contractor identification of previously accepted substitute processes in response to solicitations and the normal presumption of government agreement to the substitution.

R. Noel Longuemare
Principal Deputy